

DOI Experts Needed to Support DOI Technical Assistance to the Republic of Georgia Ministry of Environment Protection and Natural Resources

OPPORTUNITY: The U.S. Department of the Interior's (DOI) International Technical Assistance Program (ITAP) is seeking a diverse cadre of experts to support the Ministry of Environment Protection and Natural Resources of the Republic of Georgia with their training, protected areas management, database, and outreach needs during 2006.

BACKGROUND: DOI ITAP provides assistance to developing countries on subjects of Departmental expertise, on a reimbursable basis. The program is currently operating in seventeen countries with support from organizations such as the U.S. Agency of International Development, the World Bank, and the Inter-American Development Bank.

DOI has worked with the Republic of Georgia since 1999 in the development of their national system of protected areas. With funding from USAID/Georgia, DOI has provided broad technical assistance at the headquarters level of the Ministry on issues of protected area system management, administration, and personnel management. DOI has also provided field-level technical assistance and training.

DOI-ITAP is expanding its work with USAID-Georgia to provide strategic support in a range of areas to the Georgian Ministry of Environment Protection and Natural Resources in order to enhance its management of Georgia's protected areas. Following a DOI facilitated scoping visit in October 2005, five areas of technical assistance have been identified as priority areas to be initiated during 2006.

ASSIGNMENT AND SCHEDULE: DOI-ITAP is seeking to assemble teams of DOI experts to assist in five specific topic areas during the next year. The targeted expertise areas are as follows:

1. Training Center Team: DOI-ITAP is recruiting a team of DOI staff to assist with the development of a training center for Ministry employees and stakeholders located at the headquarters offices of the Ministry of Environment Protection and Natural Resources. The DOI Team will advise Ministry officials on the initial planning, sustainable operation, and possible future growth of the training center. The DOI team will also have input into a proposed study tour of U.S. conservation training centers by a small group of Ministry officials. The DOI team will consist of education and training experts who have a background in the development and sustainable management of training centers. This team will likely travel to Georgia in early spring 2006 with a possible study tour in the U.S. in the late spring.
2. Training Program Team: DOI-ITAP is recruiting a team of DOI staff to assist with the development of a national training program focused on protected areas management for the Ministry. The team will initially assist with designing and implementing workforce development and management trainings. By the end of the assignment, the DOI team will work with key Ministry staff to develop and sequence

- a two year training regimen including the following possible topic areas: strategic planning, financial and program management, website development, and management skills. In addition, the DOI team will work to identify Ministry staff who could serve as trainers. The DOI team will consist of education and training experts with a background in developing curriculum for the broad range of topics listed above. The ideal candidate would have experience developing a national, system-wide training program. This team will likely travel to Georgia in spring 2006.
3. GIS/Database Assessment Team: DOI-ITAP is recruiting a team of DOI staff to assist the Ministry with its efforts to create a widely used, comprehensive database and GIS repository on Georgia's protected area resources. The DOI team will facilitate a training on GIS techniques as part of the Ministry's national training program and will work to identify what needs Ministry users have that could be addressed if a GIS/database solution is developed for the Ministry. The team will then create a plan for the building, development and sustainable upkeep of such a data resource with key Ministry stakeholders. The DOI team will consist of GIS experts and database developers who preferably have training experience. This team will likely travel to Georgia during summer 2006.
 4. Protected Areas Demonstration Site Team: DOI-ITAP is recruiting a team of DOI staff members to assist the Ministry develop one or more "demonstration protected areas" that will serve as models for skills training for Ministry employees and include a range of visitor-related infrastructure. This team will assist the Ministry in identifying appropriate rural and urban sites and initiating a planning process for future development, particularly for tourism potential. The DOI team will consist of experts in visitor use and interpretation, strategic planning, training and protected areas management to assist the Ministry in planning these sites. This team will likely travel to Georgia during summer 2006.
 5. Outreach Team: DOI-ITAP is recruiting a team of DOI staff to assist the Ministry with developing a comprehensive, nationwide publicity campaign for Georgia's protected areas. Components of such a campaign will likely include branding and the design of logos, staff uniforms, websites, publications and environmental education programs for the public. The DOI staff will coordinate with the Ministry to identify their publicity needs and assemble a plan, and then work with the Ministry to identify the appropriate entity in-country to complete the implementation of the campaign. The DOI team members will consist of experts in public affairs, media relations and graphic design related to conservation. This team will likely travel to Georgia during summer 2006.

PRE- AND POST-TRIP DUTIES: Background material will be provided to the selected individuals prior to departure. The selected individuals will be expected to work in collaboration with the DOI project manager, team colleagues, the Ministry and the USAID liaison both before and after travel to the region. The specialist will receive instructions and assignments from, and provide written reports and planning input directly to, the DOI project manager.

COSTS: The International Technical Assistance Program will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, immunizations, etc.). The salaries of the

team members, however, will be paid by their employing DOI agency for the duration of the international assignment, including pre- and post-trip obligations.

APPLICATION REQUIREMENTS

Persons wishing to be considered for this assignment:

- Must be a current employee of DOI;
- Must have demonstrated experience in one of the five described technical assistance team areas detailed above;
- Must have demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups;
- Must be willing to live and work in “rustic” conditions during this assignment, though many assignments will be based in the capitol city of Tbilisi;
- Previous international experience is desirable.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness for duty.

Candidates must have prior approval from their supervisors before applying for the assignment.

HOW TO APPLY

Persons interested in being considered for this international assignment should send a resume or letter detailing relevant work experience, specifically highlighting your technical assistance team of interest, and a note indicating supervisory concurrence. A form SF 171 is acceptable. Please ensure that you include within your submission the following administrative information: home and work addresses, phone/fax numbers, social security number, supervisor name and phone number, whether you have a valid personal and/or official passport, date of birth, and grade/step. Please refer to our website, <http://www.doi.gov/intl/itap/> for further information about our program, other short-term opportunity announcements, and our travel guidelines.

Submit applications (electronically is preferred) to:

Renée A. Leduc Clarke
Office of International Affairs
U.S. Department of the Interior
1849 C Street, NW,
MS 4426, Room 4456
Washington, DC 20240
Tel: (202) 208-4839
Fax: (202) 501-6381
E-mail: renee_leducclarke@ios.doi.gov

Applications will be reviewed as they are received and should be submitted no later than December 23, 2005.

All NPS applicants should also copy their applications to Rudy D'Alessandro at NPS/OIA: rudy_dalessandro@nps.gov or fax 202-371-1446.

Any questions regarding the details of these assignments can be directed to Marc Weitzel at marc_weitzel@fws.gov or (805) 644-5185 ext. 277, or Renée Leduc Clarke using the above contact information.

Selection Process

A short list of candidates will be interviewed by telephone. All candidates will be notified of the results of the selection process by telephone, email or letter.

This announcement has been developed in collaboration with NPS/OIA and USFWS/OIA. The position is open to all applicants that meet the stated requirements.